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DOCUMENTS CROSS-REFERENCED
ATTACHED:

D/Pe 15 85-0884

Approved For Release 2009/09/25 : CIA-RDP87M00539R002403940022-3

D/Pers

85-0981

DD/A Registry

85-1154

MAR 29 1985

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Deputy Director for Administration

FROM: Robert W. Magee
Director of PersonnelSUBJECT: Talking Points for the DDCI Address to the Placement
Directors' Seminar, 3 April 1985

1. We have scheduled you to address our guests immediately after my opening remarks. Since we believe your comments will set the tone for the entire seminar, your reference to the importance of the Agency mission and some of the critical national security issues that we are addressing is recommended. Subsequent speakers will address our specific personnel requirements.

2. The guests have been nominated for attendance by the Agency Recruitment Activity Officers who regularly deal with them. They have been cooperative in our recruitment effort. In their placement facilities these people are the key conduit of access to the students on their campuses who are looking for employment opportunities. They have the reference libraries where Agency literature is made available to inquiring students, as well as interview rooms where employers, including our recruiters, privately interview prospective applicants. Historically, the college campuses have been our most important source of candidates for employment. This has been greatly facilitated by the cooperation of the campus placement officers.

3. One concern of placement directors over the past decade has been the decline in the need for Liberal Arts graduates in the job market. During this period the Central Intelligence Agency has been a consistent employer of Liberal Arts/Humanities graduates. Your reference to this would be warmly welcomed. Finally, your comments regarding the importance of recruitment in the Agency and your personal thanks for the past cooperation of the placement directors would be in order.

/s/ Robert W. Magee

Robert W. Magee

DCI
EXEC
REG

L 305

SUBJECT: Talking Points for the DDCI Address to the Placement
Directors' Seminar, 3 April 1985

DA/OP/E/Div III [redacted] (26 Mar 85)

STAT

Distribution:

Orig - Addressee
1 - Executive Director
1 - DDA
① - Executive Registry
1 - D/Pers
1 - C/Div III/OP

D/OP 85-0884

MAR 14 1985

DD/A Registry
85-0940

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Robert W. Magee
 Director of Personnel

SUBJECT : Request to Address Placement Directors' Seminar -
 3 April 1985

1. The Office of Personnel is hosting a seminar for 30 university placement directors on the 3rd, 4th and 5th of April to enhance our recruitment effort at their respective schools. We request that you address the group at 0930 on 3 April in room 1E78, Headquarters building.
2. The same evening, from 1700-1900 hours, we are hosting a reception in the Executive Dining Room. If convenient, we would appreciate your attending this function.
3. I have attached a list of the invitees and a copy of the proposed agenda.

Robert W. Magee

Robert W. Magee

Attachments:

- A. Agenda
- B. List of Attendees

I will () will not () address the Placement Directors' Seminar.I will () will not () attend reception.

DA/OP/E/ROD/ (13 March 1985)

STAT

Distribution:

Orig - Addressee (Return to D/OP)

- 1 - ER w/atts
- 1 - DDA w/atts
- 1 - D/OP w/atts
- 1 - DD/E/OP
- 1 - C/ROD/OP
- 1 - ROD Chrono

DCI
EXEC
REG

L-305

OFFICE OF PERSONNEL
PLACEMENT DIRECTOR SEMINAR

AGENDA

2 April

Placement Directors arrive and check into hotel

3 April

0745 Placement Directors picked up at hotel and delivered to Headquarters

0845 Conference convenes in Room 1E78 Headquarters

0850 Administrative Notes

Chief, Recruitment Operations Division

STAT

0900 Welcome by Sponsor
Robert W. Magee
Director of Personnel

0930 Comments from the DDCI
John N. McMahon
Deputy Director of Central Intelligence

1000 Break

1020 The Role of the Employment Office

Deputy Director for Employment

STAT

1045 Orientation Presentation

Chief, Recruitment Operations Division

STAT

1130 Lunch

3 April

Afternoon Briefing 1E78 Headquarters

1300 The Intelligence Directorate
- (The directorate will allocate its own time)
1630

1700 Executive Dining Room "Get Together"
- Agency officers will be invited to meet the Placement
1900 Directors

1900 Meeting Adjourns
Buses return Placement Directors to hotel

4 April

0745 Agency vehicles pick up Placement Directors at hotel and deliver them to Headquarters

Briefings at 1E78, Headquarters

0845 Administrative Notes

Chief, Recruitment Operations Division

0900 The Science and Technology Directorate
- (The directorate allocates its own time)

1200

1200 Lunch

-

1300

1300 The Operations Directorate
- (The directorate allocates its own time)

1630

1630 Meeting Adjourns
Buses Return Placement Directors to Mote

5 April

0745 Agency buses pick up Placement Directors at hotel and bring them to Headquarters. Placement Directors bring luggage with them.

Briefings 1E78 Headquarters

0845 Administrative Notes

Chief, Recruitment Operations Division

STAT

0900 Administrative Directorate
- (Directorate allocates own time)
1200 Please include COOP Program

1200 Lunch

-
1300

1300 Minority Recruitment in the CIA
- Avon Harding
1330 Director of Equal Employment Opportunity

1330 Applicant Processing in the CIA

-
1415 Chief, Division I

STAT

1415 Security and the CIA
-
1500 Director of Security

STAT

1500 Break
-
1520

1520 Remarks by DD/OP

-
1550

STAT

1550

STAT

1630 Conference Adjourns
Buses return Placement Directors to hotel to get transporation to airport.

Placement Director's Seminar
3, 4, 5 April 1985

ATTENDEES

Ms. Victoria I. Ball
Director of Career Planning Services
Brown University
Box 1907
Providence, Rhode Island 02912

Dr. James Otto Berg
Director Career Planning & Placement
Northern Arizona University
Box 4097
Flagstaff, Arizona 86011

Ms. Vernicka Biles
Asst Director Placement Services
Michigan State University
113 Student Services Bld
East Lansing, Michigan 48824

Mr. Ruben David Cantu
CA Poly-San Luis Obispo Placement Associate
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San Luis Obispo, California 93401

Mr. Duane Carlson
Assoc. Director Career & Placement Services
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Mr. Manny Contomanolis
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1035 Arnett Blvd
Rochester, New York 14619

Mrs. Lenora Crowder
Director of Placement
Baylor University
UB 348
Waco, Texas 76798

Mr. Thomas Devlin
Director Career Center
Cornell University
215 Cayuga Street
Ithaca, New York 14850

Mr. Gary Edward Fredericksen
Director Career Center
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Pomona, California 91768

Mr. Robert M. Greenburg
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Mrs. Maureen K. Golden
Director Career Services
School of Advanced International Studies
Johns Hopkins University
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N.W. Washington, D.C. 20036

Mr. Wayne Hansen
Director of Placement
Brigham Young University
Placement Center D240ASB
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Mr. Herbert A. Harmison
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Iowa State University
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Ames, Iowa 50011

Ms. Aminta G. Hawkins
Placement Counselor
Career Planning & Placement Services
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Miami University of Ohio
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Dr. Lori King
Assoc. Director of Career Planning & Placement
Boston University
19 Deerfield Street
Boston, Massachusetts 02215

Mr. James H. Malone
Director University Placement Services
Virginia Polytechnic Institute & State University
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Mr. Alfred Mathiasen, Jr.
Director of Career Services & Placement
Clemson University
804 University Student Union
Clemson, South Carolina 29631

Mr. Louis Meardink
Coordinator Business &
Government Division
Career & Placement Services
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Management Bld #40
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Asso. Director of Placement Services
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Normal, Illinois 61761

Mr. Sam Morrison
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University of Utah
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Salt Lake City, Utah 84112

Ms. Ann Murphy
Placement Coordinator
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Mrs. Sally S. Nelson
Placement Director
LBJ School of Public Affairs
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Ms. Anne D. Stewart
Director Career Services
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Fayetteville, New York 13066

Ms. Maryellen Stewart
Assistant Career Director Placement Office
State University of New York
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Ms. Alice L. Tenney
Director Career Development & Placement
Wittenberg University
P.O. Box 720
Springfield, Ohio 45501

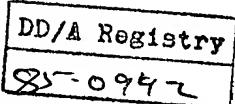
Mr. Raymond H. Thrist, Jr.
Director Center of Cooperative Education & Placement Services
University of West Florida
Pensacola, Florida 32514-0101

Mr. Louis J. VanPelt
Director Career Planning & Placement Center
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College Station, Texas 77843

Mr. Robert K. Weatherall
Director of Office of Career Services
Massachusetts Institute of Technology
Room 12-170
77 Massachusetts Avenue
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Mr. Carl Young
Assistant Director Career Services
University of Colorado
Campus Box 133
Boulder, Colorado 80309

85-0868



MAR 14 1985

MEMORANDUM FOR: Executive Director

VIA : Deputy Director for Administration

FROM : Robert W. Magee
Director of Personnel

SUBJECT : Request to Attend Placement Directors' Seminar
Reception - 3 April 1985

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2. I have attached a list of the invitees for your information.

Robert W. Magee

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- B. List of Attendees

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DA/OP/E/ROD [redacted] (13 March 1985)

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L-305

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PLACEMENT DIRECTOR SEMINAR

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0930 Comments from the DDCI
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1000 Break

1020 The Role of the Employment Office

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1045 Orientation Presentation

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1130 Lunch

3 April

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- (The directorate will allocate its own time)
1630

1700 Executive Dining Room "Get Together"
- Agency officers will be invited to meet the Placement
1900 Directors

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Buses return Placement Directors to hotel

4 April

0745 Agency vehicles pick up Placement Directors at hotel
and deliver them to Headquarters

Briefings at 1E78, Headquarters

0845 Administrative Notes
[redacted] STAT
Chief, Recruitment Operations Division

0900 The Science and Technology Directorate
- (The directorate allocates its own time)
1200

1200 Lunch
-
1300

1300 The Operations Directorate
- (The directorate allocates its own time)
1630

1630 Meeting Adjourns
Buses Return Placement Directors to Motel

5 April

0745 Agency buses pick up Placement Directors at hotel and bring them to Headquarters. Placement Directors bring luggage with them.

Briefings 1E78 Headquarters

0845 Administrative Notes

Chief, Recruitment Operations Division

STAT

0900 Administrative Directorate
 - (Directorate allocates own time)
 1200 Please include COOP Program

1200 Lunch

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1300 Minority Recruitment in the CIA
 - Avon Harding
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1330 Applicant Processing in the CIA

- Chief, Division I

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1415 Security and the CIA
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1500 Break

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1520 Remarks by DD/OP

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3, 4, 5 April 1985

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